

## Residential Custom Home - Submittal Checklist

### Online Application Information for Customer:

Submit applications at [Goodyear Development Center Portal](#)

Application Type: **Building Applications**

Project Type: Residential Construction Single Family-Custom Home

**A Pre-Application meeting can be requested if needed.**

### Upload and Submit:

#### Civil

- Civil Document Set – document title to read as **Civil** when uploading
  - Drainage Statement on Improvement Plan Coversheet
  - Improvement Plans
    - Grading and Drainage Plan(s)
    - SWPPP (may include on Grading and Drainage Plans)
    - Landscape Plans

#### Architectural

- Architectural Document Set – document title to read as **Architectural** when uploading
  - Construction Plans Including:
    - Cover Sheet with the following:
      - Current Codes
      - Sheet Index Matching the Plan Sheets Provided
      - Project Name
      - Project Address
      - Building Area and Construction Type
  - Site Plan with the following:
    - Property Dimensions
    - Setbacks to Property Lines
    - Finished Floor Elevation
    - Lot Coverage (All Areas Under Roof)
    - Label Adjacent Streets
    - Driveway Dimensions Measured to Sidewalk
    - Locations shown for water meter, water supply line, sewer line, gas meter, electric SES
    - Property walls to include retaining wall locations
  - Floor Plan with Dimensions and Labeled Rooms
  - Energy report for thermal envelope
  - Architectural, Foundation, and Framing Details
  - Elevations (All Sides) Including:
    - Material and Color
    - Dimensions from Grade:
      - Finished Floor Height

#### ATTENTION:

This submittal checklist is a reference/resource for applicants to prepare for submitting an application. This document is required to be included with your attachments.

Items checked on this checklist should be uploaded in your attachments. Plan sets may be uploaded as multi-page PDFs.

If the box is not checked, these items are not required but may be included if needed and can be uploaded to your project as a "Supporting Document."

- Header Height
- Plate Height
- Roof Height (To Peak or Top of Parapet)
- Structural Documents
  - Foundation Plan
  - Roof Plan
  - Framing Plan
  - Cross Sections and Details
  - Architectural, Foundation, and Framing Details
  - Retaining Wall Plans Including: *(As Applicable)*
    - Retaining Wall Sections and Details
    - Wall Structural Calculations & Specifications
- Mechanical Documents
  - Mechanical Plan Including:
    - Manual ACCA J, S, and D Calculations
    - Chapter 11 and 15 Requirements of the 2018 IRC
    - Duct Layout Including Size, Insulation R Value, Supply Register Sizes, and CFM
- Plumbing Documents
  - Plumbing Plan Including:
    - Plumbing Fixture Calculations (Water supply and Drainage)
    - Water and DWV Isometrics
    - Water meter and supply line size
    - Hydraulic Calcs *(As Applicable for fire sprinklers)*
    - Gas Isometric and Appliance BTU's
- Electrical Documents
  - Electrical Plan Including:
    - Fixture/Receptacle Layout
    - Load Calculations
    - Panel Schedule
    - One-Line Diagram
- Fire Sprinkler Plan – Required for 5,000 sq ft or greater fire area (A separate required permit)
- Supporting Documents
  - Special Inspection Certificate with Resumes *(As Applicable)*
  - Soils Report *(Required for all custom homes)*
  - Structural Calculations *(Engineered Plans Only)*
  - Truss Waiver *(Engineered Plans Only)*
  - Truss Calculations – *(When Engineered Plans Not Required)*

**Fees Due:** Fees paid at time of permit issuance to include permit, plan review and development impact fees.

STAFF USE ONLY	
Standard Review Timeframe:	25 Business Days
Department Routing:	<input checked="" type="checkbox"/> Building Safety <input checked="" type="checkbox"/> Building Safety Fire <input checked="" type="checkbox"/> Civil Engineering <input checked="" type="checkbox"/> Planning & Zoning <input checked="" type="checkbox"/> GIS
Non-Standard Review Timeframe:	Normal